

CONSIDERATIONS IN REVIEWING SECTION ACTIVITY FUND REQUESTS

In view of the original intent behind the implementation of the Fund, the Guidelines, the experience of the last several years, and that there will probably not be enough funds to fully meet all requests, the Section and Division Council has decided to commit to writing some of the factors it will consider in reviewing, prioritizing, and granting requests. These are intended to be very flexible and no significance should be attached to their order.

- Priority will be given to requests for seed money for projects, such as a seminar, with an anticipated repayment to the fund and a profit for a section/division.
- Priority will be given to projects that are truly for membership recruitment.
- Priority will be given to projects that are a one-time grant of money that then would become self-sustaining projects.
- Priority will be given to pro bono/worthwhile projects.
- Once a special event or activity has been funded, second requests for the same event will be given less priority.
- Smaller section/divisions' requests will be given some priority over larger sections/divisions in that this Fund may be the only way some small sections/divisions could ever put on a seminar or do a large event.
- The reasonableness of the request will be examined in both terms of the total amount requested in relation to the Fund's budget and the reasonableness of the amount requested in terms of the project to be funded.
- The section/divisions history as to the number, amount, and purpose of previous requests, as well as amount of repayment will be considered in a desire to spread the funds among as many sections/divisions as possible.

SECTION ACTIVITY FUND GRANT APPLICATION

Please review Section Activity Fund Considerations prior to completing this application.

Section/Division: _____

Membership Size: _____

Contact Person: _____

Address: _____

Tel: _____

Email: _____

Amount of Grant Request: _____

Purpose of Grant: _____

Title of Program: _____

Date of Program: _____

Location: _____

Program Details: _____

Is there a membership component to the program? Explain: _____

Proposed Budget: _____

Number of attendees expected: _____

Will the Section/Division charge admission fees for this program? If so, how much per person? _____

Will the Section/Division seek sponsors? If so, from where? _____

Has the Section/Division done this program before? _____

When? _____

Was it successful? _____ Explain: _____

Has your Section/Division ever received a grant before for this program? _____

Additional Comments: _____

Section/Division Chair Contact Information

Name: _____

Address: _____

Tel: _____

Email: _____

Return this application to: sections@fedbar.org

Fax: 571-481-9090